## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>AIA International Limited</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Management Trainee (General Management Stream)</td>
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<tr>
<td>Department / Functional Area:</td>
<td>General Management</td>
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<td>Position Objective:</td>
<td>Complete a two-year career development program in order to develop oneself into future leader. Develop full understanding of the insurance business cycle and provoke positive change to improve organizational effectiveness and take the business to the next level.</td>
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### Roles and Responsibilities:

- Extensive job rotation within different functions
  - Job attachment in various functions including TDA, Customer Experience, Partnership Distribution / Agency Management assigned by Program Lead
  - Build knowledge on the insurance cycle, obtain authority by meeting the training requirement and perform daily functional duties
  - Build competency and understanding the future roadmap
  - Participate in the process review tasks during each attachment including review existing process and streamline as necessary in order to ensure consistency, accuracy of the output and excellent customer experience
- Participate in company-wide strategic projects and other projects
- Internal and External training
  - Attains professional accreditation in LOMA within program period
  - Participate in HR training assigned
  - Participate in company-wide mentoring program

### Minimum Job Requirements:

- Bachelor’s degree
- Excellent command of written and spoken English and Chinese (Cantonese and Putonghua)
- PC Knowledge of MS Excel and Word
- Strong interpersonal, communication and analytical skills
- Good team player and customer focused
- Self-motivated, willing to take on challenges and able to work under pressure

The above statements are intended to describe the general nature and level of work being performed by incumbent assigned to the job. They are not intended to be an all-encompassing list of all responsibilities, duties and skills required of incumbent so classified. Reasonable accommodations to essential functions of the job will be made if appropriate.